



PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033
425.587.3235 ~ www.kirklandwa.gov

PLANNING DEPARTMENT PRE-SUBMITTAL MEETING INFORMATION

PLANNING DEPARTMENT STAFF CONTACT

PLANNER: Scott Guter

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Note: Pre-submittal meetings do not vest a project. In addition, the information related by the City staff is a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements. Furthermore, in the case of a discretionary development permit, the role and authority of the City staff is advisory only. Final recommendation and decision on such permits can only be made, after public comment and/or public hearing, by the Planning Director (as to Short Plats and Zoning Code Process I Permits), the Hearing Examiner, or the City Council, depending upon the type of permit.

DATE: 8/26/14

FILE NO.: PRE14-01559

PROJECT ADDRESS: Vacant

PROJECT NAME: Lee Residence

PROJECT DESCRIPTION: Proposed new single-family residence on a 1.78 acre lot within the RSA 4 Use Zone.

PARCEL NO.: 405700-0038

LOT SIZE: 77,972 SF

ZONE: Residential Single-Family A (RSA) 4 Zone.

OVERLAY: Holmes Point

SHORELINE DESIGNATION: N/A

SENSITIVE AREAS MAP: Holmes Point, Secondary Basin. Wetland and stream identified on the western side of the property per Delineation Report prepared by The Watershed Company, dated 12/30/2013 (see SAR13-02197).

RESPONSE TO QUESTIONS

1. **Holmes Point Overlay:** The project is within the overlay and will need to conform to all applicable code provisions of Chapter 70 of the Kirkland Zoning Code (KZC). Provisions of this chapter includes restricted lot coverage, a total landscaped area, a minimum natural area, and pre-construction/construction measures that the applicant must perform (see Holmes Point Overlay handout for overview).
2. **Proposed Driveway:** After consulting the Public Works (PW) Official with respect of the proposed driveway the Planning Department does not support the proposal and defers to PW for alternative access from the northeastern portion of the property.

3. Separate Driveway Grading Permit: Not necessary.
4. Right-Of-Way Improvement Requirements: Differ to PW Official
5. Improvements through Wetland: No improvements through the wetland would be allowed at this point.
6. Wetland/Stream Buffer Averaging: With no allowed improvements averaging is not necessary.
7. Wetland/Stream Buffer Reduction and Monitoring & Maintenance: With no allowed improvements reduction, monitoring & maintenance is not necessary.
8. Protected Natural Area (PNA) (KZC 70.15(3)) – Is a contiguous area of viable native vegetation that may encompass critical areas on the subject property.
9. Wetland Study: With the critical areas and their buffers defined on the property well outside the areas of allowed for development no addition study is required.
10. Tree Retention Plan: The proposed project requires a tree retention plan pursuant to provision of KZC 95.30. In addition, it shall include the existing conditions and general locations of all shrubs and groundcover on the subject property (KZC 70.15(6)).
11. Geotechnical Report: A geotechnical report is required with building permit submission.
12. Drainage Report: A drainage report is required with building permit submission.
13. Development Activity within Landslide Hazard Areas: Work within hazard area must meet the performance standards of KZC 85.25.
14. Arborist Report: An arborist report prepared by a qualified professional is a component of a Tree Retention Plan (see answer 10 above).
15. Average Building Elevation (ABE): An ABE calculation is required to show compliance with height maximum of the underline Use Zone for the property (See KZC 18.10.010).

HANDOUTS

1. Property Report
2. RSA Use Zone Chart
3. Holmes Point (HP) Overlay Zone – Permit Submittal Requirements
4. Holmes Point Vegetation Management Plan Instructions
5. Prohibited Plants List
6. Tree Retention Plan – Major
7. Guide to Complete Arborist's Reports
8. Tree Protection Fencing Detail
9. FAQs about lot coverage and pervious surfaces
10. Calculating Average Building Elevation

DEVELOPMENT STANDARDS

Conditions applying to all permit types:

1. PLN TO PERFORM FINAL PRIOR TO BLD - BUILDING PERMIT INSPECTION CARD MUST BE SIGNED OFF BY PLANNING PRIOR TO ANY REQUEST FOR FINAL BUILDING INSPECTION. PLEASE CALL 425-587-3235 TO REQUEST INSPECTION. 24 HOUR ADVANCE NOTICE REQUIRED FOR INSPECTION.
2. SF AND DUPLEX-DRIVEWAYS - Prior to final inspection, all driveways and parking surfaces must be completed.
3. ACCESSORY DWELLING UNIT - Prior to final Planning Inspection, all requirements for the Accessory Dwelling Unit must be completed.
4. REVISED SITE PLAN - Any proposed changes to the approved site plan must be submitted as a revision to the building permit for review and approval prior to implementation.
5. TREE INSTALLATION - All supplemental trees required to be planted shall conform to the Kirkland Plant List. All installation and maintenance standards shall conform to Kirkland Zoning Code Sections 95.45 and 95.50.
6. SF - TREE MAINTENANCE AGREEMENT - All pre-existing trees designated for preservation and the supplemental trees required to be planted shall be maintained for a period of 5-years following final inspection of the residence. Prior to final inspection, the applicant shall submit a 5-year tree maintenance agreement to the Planning Department.
7. LOT COVERAGE - Any proposed increase in the total impervious surfaces on the site must be submitted for review as a revision to this building permit prior to the addition of impervious area. All exempted surfaces calculated at a ratio of 50 percent shall be installed in accordance with the current stormwater design manual and comply with the City's erosion plan notes for treatment during construction.
8. HOLMES POINT OVERLAY - Prior to permit issuance the applicant shall clearly delineate the area of the lot proposed to be altered and built on with environmental fencing, high-visibility tape, tree fencing or other conspicuous and durable means, and shall depict the undisturbed area on a site plan included in the permit application. Site disturbance shall not exceed this protective boundary and remain in place throughout construction.
9. ALL - PROHIBITED VEGETATION - Plants listed as prohibited in the Kirkland Plant List (available from the Planning Department) shall not be planted in the City. These plants include Blackberry, Fragrant water lily, Ivy, Herb Robert, Knotweed, Old man's beard, Poison hemlock, Reed canary grass, Scotch broom, Spurge laurel, Yellow archangel, and Yellow flag iris. Other plants, while not prohibited, are discouraged, including Butterfly bush, English holly, and English laurel.
10. ALL - HOURS OF CONSTRUCTION - All development activity and heavy equipment operation is restricted to 7:00 a.m. to 8:00 p.m. Monday through Friday, and 9:00 a.m. to 6:00 p.m. Saturday. Other restrictions on Saturday include: no working in the right-of-way, no work requiring inspection, and no trucking into or out of the site; however, light grading work on-site on Saturday is allowed. NO development activity or heavy equipment operation may occur on Sundays or the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
11. MAXIMUM NOISE LEVELS - All mechanical units shall comply with the maximum environmental noise levels established pursuant to the Noise Control Act of 1974, Revised Code of Washington (RCW) 70.107. See Chapter 173-60 Washington Administrative Code (WAC). A link to the WAC and RCW is available at www.kirklandpermits.net.

Single Family Demolition Conditions:

12. SF/DEMO-TREE PROTECTION - Prior to any grading or site construction, the applicant shall install temporary but immovable construction fencing around the drip line of all

significant trees to be retained. Tree fencing shall remain in place until the Planning Department authorizes its removal.

13. SF/DEMO-NO TREE REMOVAL ALLOWED - No tree removal is permitted as part of this demolition permit without prior Planning Department approval.

Single-Family Permit Conditions:

14. SF - FENCE HEIGHT - A detached dwelling unit abutting a neighborhood access or collector street may not have a fence over 3.5 feet in height within the required front yard. On corner lots with two required front yards, this restriction shall apply only within the front yard adjacent to the front façade of the structure.
15. SF AND DUPLEX-DRIVEWAYS - All driveways and parking surfaces must be of asphalt or a superior material.
16. SF - EASEMENT SCREENING - An easement or tract with a paved area greater than 10 feet in width must be screened from any adjacent property that does not receive access from it. The screening must extend along the entire easement or tract outside the required front yard. It shall be either a minimum 5-foot high sight-obscuring fence (maximum 6-foot high) or vegetation that will provide comparable screening to a 5-foot fence within 2 years of planting.
17. SF - COVERED ENTRY PORCHES - Any proposed change to the portion of the covered entry porch that is allowed to extend into the front setback yard must be submitted for review as a revision to this building permit prior to construction of the modification.
18. SF - FLOOR AREA RATIO - Any proposed increase in the square footage of structures on the site must be submitted for review as a revision to this building permit prior to construction of additional floor area. The maximum floor area ratio on this property is 50% of the lot area.
19. PMTD SB ENCROACHMENT - Chimneys, bay windows, greenhouse windows, eaves, cornices, awnings, and canopies may extend up to 18 inches into any required yard. Eaves on bay windows may extend an additional 18 inches beyond the bay window. The total horizontal dimension of the elements that extend into a required yard, excluding eaves and cornices, may not exceed 25 percent of the length of the facade of the structure. Except for properties located within the disapproval jurisdiction of the Houghton Community Council, chimneys, bay windows, greenhouse windows, cornices, awnings, and/or canopies may not extend closer than four feet to any property line. See Plate 10
20. SF - GARAGE REQ. - Garages must meet specific design and/or setback requirements of Kirkland Zoning Code Section 115.43.
21. MECHANICAL IN SETBACKS - HVAC and similar types of mechanical equipment may be placed no closer than five feet to a side or rear property line, and shall not be located within a required front yard; provided, that such equipment may be located in a storage shed approved pursuant to KZC 115.115(3)(m) or a garage approved pursuant to KZC 115.115(3)(o)(2). All HVAC and similar types of mechanical equipment shall be baffled, shielded, enclosed, or placed on the property in a manner that will ensure compliance with the noise provisions of KZC 115.95.
22. SF AND DUPLEX-TREE RETENTION - Trees designated to be saved under the tree retention plan must be retained. If any of these trees are removed or damaged, they must be replaced. Contact the Planning Department at 425-587-3225 to speak to your planner about the requirements for replacement trees.
23. SF AND DUPLEX-SOILS REPORT - Recommendations of the soils report must be followed.
24. BUILDING HEIGHT FIELD VERIFICATION: FIELD VERIFY - Building Height Field Verification is required for any building that is designed within one foot of the maximum building height allowed for the property. The Field Verification shall comply with the following:
 - A. The verification will be required at the time of the first floor underfloor inspection; and

- B. The verification will be conducted by a Licensed Surveyor**; or
 - C. The verification will be conducted by the contractor using their own survey equipment in the presence of the building inspector if the contractor can demonstrate that the height is correct based on the measurement from the approved benchmark.
 - D. Note: When a contractor is verifying the height with their own survey equipment, the contractor shall have the equipment set up at least 30 minutes prior to the arrival of the Building Inspector. If the equipment is not set up, the contractor will need to reschedule the inspection for the following day.
25. BUILDING HEIGHT FIELD VERIFICATION: SURVEY REQUIRED - **If the building is designed within one inch of the height limit, then a Licensed Surveyor shall verify the final height of the structure.
26. ROCKERIES & RETAINING WALLS - Rockeries and retaining walls may be a maximum of 4 feet high in a required yard, unless certain criteria in Zoning Code Section 115.115.3.g are met. Please contact the Planning Department at 425-587-3235 for more information on the modification criteria.
27. SF – SKYLIGHTS - Skylights may exceed the height limit by a maximum of 6-inches.
28. FENCES & ROCKERIES - The combined height of fences and retaining walls within 5' of each other in a required yard is limited to 6 feet, unless certain criteria in Zoning Code Section 115.115.3.g are met. Please contact the Planning Department at 425-587-3235 for more information on the modification criteria.
29. UTILITY STRUCTURES IN SETBACKS - Utility structures which extend more than 4-inches above finished grade may be constructed within a required setback yard provided no other location within the public right-of-way is feasible and prior approval of the City (Planning and Public Works Departments) is obtained. Any franchise agreement between the City and a utility company may supersede this requirement.




City of Kirkland

Property Information Report

Date: August 18,2014

Information Provided by King County Assessor's Office	
Parcel (PIN):	4057000038
Lot Size(sq.ft.):	77972
Year Built:	
Present Use:	300
Building Size(gross sq.ft.):	
Land value:	\$102,000.00
Improvement value:	\$0.00
Grid:	K8
Quarter Section-Section-Township-Range:	NW-S25-T26-R4



Information Provided by the City of Kirkland	
Site Address:	
Zoning:	RSA 4,Low Density Residential Neighborhood: Finn Hill
Located Within Houghton Community Council Disapproval Jurisdiction:	No
Seattle City Light Easement:	No
Design District:	
Overlay:	Holmes Point
Sewer District - verify that you are a current customer of:	Northshore Utility District
Water District - verify that you are a current customer of:	Northshore Utility Dist

Wind Exposure:	B
Information Provided by the City of Kirkland regarding MAPPED Environmental Areas	
Drainage Basin:	Holmes Point,Secondary Basin
Is this property within 125 feet of wetland shown on GIS?	No
Is this property within 100 feet of a stream shown on GIS?	Yes
Is this property within shoreline jurisdiction and within 250 feet of a wetland shown on GIS?	No
Shoreline Environment:	NA
Landslide:	High
Seismic:	No
Floodplain:	No
Bald Eagle Protection Area:	No


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The information above is from the City of Kirkland's geographic information system (GIS), which has been developed from a wide variety of sources including King County Department of Assessments property records. For the property described in this report, a site visit or more detailed technical review by city staff may reveal conditions not shown in the city GIS.

CHAPTER 18 – SINGLE-FAMILY RESIDENTIAL A (RSA) ZONES

18.05 User Guide.

The charts in KZC [18.10](#) contain the basic zoning regulations that apply in each RSA 1, RSA 4, RSA 6 and RSA 8 zones of the City. Use these charts by reading down the left hand column entitled Use. Once you locate the use in which you are interested, read across to find the regulations that apply to that use.

Section 18.08 	<p>Section 18.08 – GENERAL REGULATIONS</p> <p>The following regulations apply to all uses in this zone unless otherwise noted:</p> <ol style="list-style-type: none"> 1. Refer to Chapter 1 KZC to determine what other provisions of this code may apply to the subject property. 2. For structures located within 30 feet of a parcel in a low density zone (or a low density use in PLA 17), KZC 115.136 establishes additional limitations on structure size. 3. All subdivisions and short subdivisions in the RSA-1 zone shall be clustered such that development is located away from critical areas. The open space resulting from such clustering shall be placed in a separate tract that includes at least 50 percent of the subject property. Open space tracts shall be permanent and shall be dedicated to a homeowner's association or other suitable organization for purposes of maintenance. Passive recreation, with no development of recreational facilities, and natural-surface pedestrian and equestrian trails are acceptable uses within the open space tract. If access to the open space is provided, the access shall be located in a separate tract. A greenbelt protection or open space easement shall be dedicated to the City to protect the designated open space tract resulting from lot clustering. 4. For properties within the Holmes Point (HP) Overlay Zone, see Chapter 70 KZC for additional regulations. 5. May not use lands waterward of the ordinary high water mark to determine lot size or to calculate allowable density. 6. For properties within the jurisdiction of the Shoreline Management Act, see Chapter 83 KZC for permitted uses, shoreline setback regulations and other additional regulations. 7. A hazardous liquid pipeline extends through or near the RSA 1, 4, 6 and 8 zones in the vicinity of 136th Avenue NE. Refer to Chapter 118 KZC for regulations pertaining to properties near hazardous liquid pipelines.
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[link to Section 18.10 table](#)

The Kirkland Zoning Code is current through Ordinance 4442, passed May 6, 2014.

Disclaimer: The City Clerk's Office has the official version of the Kirkland Zoning Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.kirklandwa.gov/> (<http://www.kirklandwa.gov/>)
 City Telephone: (425) 587-3190
 Code Publishing Company (<http://www.codepublishing.com/>)
 eLibrary (<http://www.codepublishing.com/elibrary.html>)

Section 18.10	<div>USE</div> <div>↓</div> <div>REGULATIONS</div> <div>↑</div>	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	Lot Size	MINIMUMS			MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
				REQUIRED YARDS (See Ch. 115)			Lot Coverage	Height of Structure				
			Front	Side	Rear							
.010	Detached Dwelling Unit	None	As established on the Zoning Map. See Spec. Regs. 1, 2 and 3.	20' See Spec. Regs. 5, 6, 7 and 10.	5' each side.	10'	50% except 30% for the RSA 1 zone. See Gen. Reg. 3. See Gen. Reg. 4 for Holmes Point overlay zone.	30' above average building elevation. See Spec. Reg. 9.	E	A	2.0 per dwelling unit.	<div>1. Maximum units per acre is as follows:<div>a. In RSA 1 zone, the maximum units per acre is one dwelling unit.</div><div>b. In RSA 4 zones, the maximum units per acre is four dwelling units.</div><div>c. In RSA 6 zones, the maximum units per acre is six dwelling units.</div><div>d. In RSA 8 zones, the maximum units per acre is eight dwelling units.</div>Where the maximum number of units results in a fraction, the number shall be rounded up if the fraction is 0.50 or greater. In RSA 1, 4, 6 and 8 zones, not more than one dwelling unit may be on each lot, regardless of the size of the lot.</div> <div>2. Minimum lot size per dwelling unit is as follows:<div>a. In RSA 1 zone, newly platted lots shall be clustered and configured in a manner to provide generally equal sized lots outside of the required open space area.</div><div>b. In RSA 4 zones, the minimum lot size is 7,600 square feet.</div><div>c. In RSA 6 zones, the minimum lot size is 5,100 square feet.</div><div>d. In RSA 8 zones, the minimum lot size is 3,800 square feet.</div></div> <div>3. Road dedication and vehicular access easements or tracts may be included in the density calculation, but not in the minimum lot size per dwelling unit.</div> <div>4. Floor Area Ratio (F.A.R.) allowed for the subject property is as follows:<div>a. In RSA 1 zone, F.A.R. is 20 percent of lot size.</div><div>b. In RSA 4 zones, F.A.R. is 50 percent of lot size.</div><div>c. In RSA 6 zones, F.A.R. is 50 percent of lot size.</div><div>d. In RSA 8 zones, F.A.R. is 50 percent of lot size; provided, that F.A.R. may be increased up to 60 percent of lot size for the first 5,000 square feet of lot area if the primary roof form of all structures on the site is peaked, with a minimum pitch of four feet vertical to 12 feet horizontal.</div>F.A.R. is not applicable for properties located within the jurisdiction of the Shoreline Management Act regulated under Chapter 83 KZC. See KZC 115.42, Floor Area Ratio (F.A.R.) Calculation for Detached Dwelling Units in Low Density Residential Zones, for additional information.</div> <div>5. On corner lots, only one front yard must be a minimum of 20 feet. All other front yards shall be regulated as a side yard (minimum five-foot yard). The applicant may select which front yard shall meet the 20-foot requirement.</div>
REGULATIONS CONTINUED ON NEXT PAGE												

Section 18.10

Zone
RSA

USE ZONE CHART

Section 18.10	<div>USE</div> <div>REGULATIONS</div>	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	MINIMUMS			MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)	
			Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage					Height of Structure
				Front	Side	Rear						
.010	Detached Dwelling Unit (continued)										REGULATIONS CONTINUED FROM PREVIOUS PAGE 6. On lots with two front yards that are essentially parallel to one another, only one front yard must be a minimum of 20 feet. The other will be regulated as a rear yard (minimum 10-foot yard). The front yard shall be the yard adjacent to the front facade of the dwelling unit. 7. Garages shall comply with the requirements of KZC 115.43, including required front yard. 8. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities and activities associated with this use. 9. Maximum height of structure for properties located within the Juanita Beach Camps Plat (Volume 32, Page 35 of King County Records) or the Carr's Park Plat (Unrecorded) shall be 35 feet above average building elevation. 10. For properties within the jurisdiction of the Shoreline Management Act that have a shoreline setback requirement as established in Chapter 83 KZC and the setback requirement is met, the minimum required front yard is either: 10 feet or the average of the existing front yards on the properties abutting each side of the subject property. For the reduction in front yard, the shoreline setback is considered conforming if a reduction in the required shoreline setback is approved through KZC 83.380. 11. For this use, only one dwelling unit may be on each lot regardless of the size of the lot. 12. Residential uses abutting Lake Washington may have an associated private shoreline park that is commonly or individually owned and used by residents and guests.	
.015	Piers, Docks, Boat Lifts and Canopies Serving Detached Dwelling Unit	See Chapter 83 KZC.	None	See Chapter 83 KZC.	–	See Chapter 83 KZC.	–	–	None	1. Refer to Chapter 83 KZC for additional regulations.		

Section 18.10	<div>USE ↓ REGULATIONS ↓</div>	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	Lot Size	MINIMUMS			MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
				REQUIRED YARDS (See Ch. 115)			Lot Coverage	Height of Structure				
				Front	Side	Rear						
.020	Church See Spec. Regs. 1 and 4.	See Spec. Reg. 2.	As established on the Zoning Map. See Spec. Reg. 3.	20'	20' on each side	20'	70%, except 30% for RSA 1 zone. See Gen. Reg. 3. See Gen. Reg. 4 for Holmes Point overlay zone.	30' above average building elevation.	C	B	1 for every 4 people based on maximum occupancy load of worship. See Spec. Reg. 5.	<div><div>1. This use is not permitted on properties within the jurisdiction of the Shoreline Management Act. See Chapter 83 KZC.</div><div>2. The required review process is as follows:<div><div>a. If the subject property, including all contiguous property owned by the applicant and held by others for future use by the applicant, is less than five acres, the required review process is Process IIA, Chapter 150 KZC.</div><div>b. If the subject property, including all contiguous property owned by the applicant and held by others for future use by the applicant, is five or more acres, a Master Plan, approved through Process IIB, Chapter 152 KZC, is required. The Master Plan must show building placement, building dimensions, roadways, utility location, land uses within the Master Plan area, parking location, buffering, and landscaping.</div></div></div><div>3. Minimum lot size is as follows:<div><div>a. In RSA 1 zone, newly platted lots shall be clustered and configured in a manner to provide generally equal sized lots outside of the required open space area.</div><div>b. In RSA 4 zones, the minimum lot size is 7,600 square feet.</div><div>c. In RSA 6 zones, the minimum lot size is 5,100 square feet.</div><div>d. In RSA 8 zones, the minimum lot size is 3,800 square feet.</div></div></div><div>4. The property must be served by a collector or arterial street.</div><div>5. No parking is required for day-care or school ancillary to the use.</div></div>
.030	School or Day-Care Center See Spec. Regs. 1 and 2.	See Spec. Reg. 3.	As established on the Zoning Map. See Spec. Reg. 4.	If this use can accommodate 50 or more students or children, then: <div><div>50'</div><div>50' on each side</div><div>50'</div></div> <div>If this use can accommodate 13 to 49 students or children, then:<div><div>20'</div><div>20' on each side</div><div>20'</div></div></div> <td>70%, except 30% for RSA 1 zone. See Gen. Reg. 3. See Gen. Reg. 4 for Holmes Point overlay zone.</td> <td>30' above average building elevation. See Spec. Reg. 10.</td> <td>D See Gen. Regs. 3 and 4.</td> <td>B See Spec. Reg. 12.</td> <td>See KZC 105.25.</td> <td><div><div>1. May locate on the subject property only if:<div><div>a. It will not be materially detrimental to the character of the neighborhood in which it is located; or</div><div>b. Site and building design minimizes adverse impacts on surrounding residential neighborhoods.</div><div>c. The property is served by a collector or arterial street (does not apply to existing school sites).</div></div></div><div>2. This use is not permitted on properties within the jurisdiction of the Shoreline Management Act. See Chapter 83 KZC.</div><div>3. The required review process is as follows:<div><div>a. If the subject property, including all contiguous property owned by the applicant and held by others for future use by the applicant, is less than five acres, the required review process is Process IIA, Chapter 150 KZC.</div></div></div></div></td>			70%, except 30% for RSA 1 zone. See Gen. Reg. 3. See Gen. Reg. 4 for Holmes Point overlay zone.	30' above average building elevation. See Spec. Reg. 10.	D See Gen. Regs. 3 and 4.	B See Spec. Reg. 12.	See KZC 105.25.	<div><div>1. May locate on the subject property only if:<div><div>a. It will not be materially detrimental to the character of the neighborhood in which it is located; or</div><div>b. Site and building design minimizes adverse impacts on surrounding residential neighborhoods.</div><div>c. The property is served by a collector or arterial street (does not apply to existing school sites).</div></div></div><div>2. This use is not permitted on properties within the jurisdiction of the Shoreline Management Act. See Chapter 83 KZC.</div><div>3. The required review process is as follows:<div><div>a. If the subject property, including all contiguous property owned by the applicant and held by others for future use by the applicant, is less than five acres, the required review process is Process IIA, Chapter 150 KZC.</div></div></div></div>
REGULATIONS CONTINUED ON NEXT PAGE												

Section 18.10

Zone
RSA

USE ZONE CHART

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			Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage					Height of Structure
				Front	Side	Rear						
.030	School or Day-Care Center (continued)										REGULATIONS CONTINUED FROM PREVIOUS PAGE b. If the subject property, including all contiguous property owned by the applicant and held by others for future use by the applicant, is five or more acres, a Master Plan, approved through Process IIB, Chapter 152 KZC, is required. The Master Plan must show building placement, building dimensions, roadways, utility locations, land uses within the Master Plan area, parking location, buffering, and landscaping. 4. Minimum lot size is as follows: a. In RSA 1 zone, newly platted lots shall be clustered and configured in a manner to provide generally equal sized lots outside of the required open space area. b. In RSA 4 zones, the minimum lot size is 7,600 square feet. c. In RSA 6 zones, the minimum lot size is 5,100 square feet. d. In RSA 8 zones, the minimum lot size is 3,800 square feet. 5. A six-foot-high fence along the side and rear property lines is required only along the property lines adjacent to the outside play areas. 6. Hours of operation and maximum number of attendees at one time may be limited to reduce impacts on nearby residential uses. 7. Structured play areas must be set back from all property lines as follows: a. 20 feet if this use can accommodate 50 or more students or children. b. 10 feet if this use can accommodate 13 to 49 students or children. 8. An on-site passenger loading area must be provided. The City shall determine the appropriate size of the loading area on a case-by-case basis, depending on the number of attendees and the extent of the abutting right-of-way improvements. Carpooling, staggered loading/unloading time, right-of-way improvements or other means may be required to reduce traffic impacts on nearby residential uses. 9. The location of parking and passenger loading areas shall be designed to reduce impacts on nearby residential uses. 10. For school use, structure height may be increased, up to 35 feet, if: a. The school can accommodate 200 or more students; and b. The required side and rear yards for the portions of the structure exceeding the basic maximum structure height are increased by one foot for each additional one foot of structure height; and REGULATIONS CONTINUED ON NEXT PAGE	

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			Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage					Height of Structure
				Front	Side	Rear						
.030	School or Day-Care Center (continued)									REGULATIONS CONTINUED FROM PREVIOUS PAGE c. The increased height is not specifically inconsistent with the applicable neighborhood plan provisions of the Comprehensive Plan. d. The increased height will not result in a structure that is incompatible with surrounding uses or improvements. 11. May include accessory living facilities for staff persons. 12. Electrical signs shall be permitted at junior high/middle schools and high schools. One pedestal sign with a readerboard having electronic programming is allowed per site only if: a. It is a pedestal sign (see Plate 12) having a maximum 40 square feet of sign area per sign face; b. The electronic readerboard is no more than 50 percent of the sign area; c. Moving graphics and text or video are not part of the sign; d. The electronic readerboard does not change text and/or images at a rate less than one every seven seconds and shall be readily legible given the text size and the speed limit of the adjacent right-of-way; e. The electronic readerboard displays messages regarding public service announcements or school events only; f. The intensity of the display shall not produce glare that extends to adjacent properties and the signs shall be equipped with a device which automatically dims the intensity of the lights during hours of darkness; g. The electronic readerboard is turned off between 10:00 p.m. and 6:00 a.m.; h. The school is located on a collector or arterial street. The City shall review and approve the location of the sign on the site. The sign shall be located to have the least impact on surrounding residential properties. If it is determined that a proposed electronic readerboard would constitute a traffic hazard the Planning Director may impose restrictions or deny the readerboard.		

Section 18.10

Zone
RSA

USE ZONE CHART

Section 18.10	<div>USE</div> <div>↓</div> <div>REGULATIONS</div> <div>↑</div>	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	Lot Size	MINIMUMS			MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
				REQUIRED YARDS (See Ch. 115)			Lot Coverage	Height of Structure				
				Front	Side	Rear						
.040	Mini-School or Mini-Day-Care Center See Spec. Regs. 1 and 2.	Process I, Chapter 145 KZC. See Spec. Reg. 3.	As established on the Zoning Map. See Spec. Reg. 3.	20'	5' but 2 side yards must equal at least 15'.	10'	50%, except 30% for RSA 1 zone. See Gen. Reg. 3. See Gen. Reg. 4 for Holmes Point overlay zone.	30' above average building elevation.	E See Gen. Regs. 3 and 4.	B See Spec. Reg. 9.	See KZC 105.25.	<div>1. May locate on the subject property if:<div>a. It will not be materially detrimental to the character of the neighborhood in which it is located.</div>b. Site design must minimize adverse impacts on surrounding residential neighborhoods.</div> <div>2. This use is not permitted on properties within the jurisdiction of the Shoreline Management Act. See Chapter 83 KZC.</div> <div>3. Minimum lot size is as follows:<div>a. In RSA 1 zone, newly platted lots shall be clustered and configured in a manner to provide generally equal sized lots outside of the required open space area.</div>b. In RSA 4 zones, the minimum lot size is 7,600 square feet.</div> c. In RSA 6 zones, the minimum lot size is 5,100 square feet.d. In RSA 8 zones, the minimum lot size is 3,800 square feet. <div>4. A six-foot-high fence is required along the property line adjacent to the outside play areas.</div> <div>5. Hours of operation and the maximum number of attendees may be limited by the City to reduce impacts on nearby residential uses.</div> <div>6. Structured play areas must be set back from all property lines by five feet.</div> <div>7. An on-site passenger loading area may be required depending on the number of attendees and the extent of the abutting right-of-way improvements.</div> <div>8. The location of parking and passenger loading areas shall be designed to reduce impacts on nearby residential uses.</div> <div>9. Electrical signs shall not be permitted. Size of signs may be limited to be compatible with nearby residential uses.</div> <div>10. May include accessory living facilities for staff persons.</div>
.050	(Reserved)											



Section 18.10	<div>USE</div> <div>REGULATIONS</div>	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	MINIMUMS			MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)	
			Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage					Height of Structure
				Front	Side	Rear						
.060	Golf Course See Spec. Reg. 1.	Process IIA, Chapter 150 KZC.	1 acre	50'	50' on each side	50'	50%, except 30% for RSA 1 zone. See Gen. Reg. 3. See Gen. Reg. 4 for Holmes Point overlay zone.	30' above average building elevation.	E See Gen. Regs. 3 and 4.	B	See KZC 105.25.	<div><div>1. This use is not permitted on properties within the jurisdiction of the Shoreline Management Act. See Chapter 83 KZC.</div><div>2. Site design must minimize adverse impacts on surrounding residential neighborhoods.</div><div>3. May not include miniature golf.</div><div>4. The following accessory uses are specifically permitted as part of this use.<div><div>a. Equipment storage facilities.</div><div>b. Retail sales and rental of golf equipment and accessories.</div><div>c. A restaurant.</div></div></div></div>

Section 18.10

Zone
RSA

USE ZONE CHART

Section 18.10	<div>USE</div> <div>↓</div> <div>REGULATIONS</div> <div>↑</div>	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS											
		Required Review Process	MINIMUMS					MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
			Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage	Height of Structure					
				Front	Side	Rear							
.070	Public Utility	See Spec. Reg. 1.	None	20'	20' on each side	20'	70%, except 30% for RSA 1 zone.	30' above average building elevation.	A See Gen. Regs. 3 and 4.	B	See KZC 105.25.	<div>1. The required review process is as follows:<div>a. If the subject property, including all contiguous property owned by the applicant and held by others for future use by the applicant, is less than five acres, the required review process is Process IIA, Chapter 150 KZC.</div><div>b. If the subject property, including all contiguous property owned by the applicant and held by others for future use by the applicant, is five or more acres, a Master Plan, approved through Process IIB, Chapter 152 KZC, is required. The Master Plan must show building placement, building dimensions, roadways, utility locations, land uses within the Master Plan area, parking location, buffering, and landscaping.</div></div> <div>2. Site design must minimize adverse impacts on surrounding residential neighborhoods.</div> <div>3. Landscape Category A or B may be required depending on the type of use on the subject property and the impacts associated with the use on the nearby uses.</div> <div>4. One pedestal sign with a readerboard having electronic programming is allowed at a fire station only if:<div>a. It is a pedestal sign (see Plate 12) having a maximum of 40 square feet of sign area per sign face;</div><div>b. The electronic readerboard is no more than 50 percent of the sign area;</div><div>c. Moving graphics and text or video are not part of the sign;</div><div>d. The electronic readerboard does not change text and/or images at a rate less than one every seven seconds and shall be readily legible given the text size and the speed limit of the adjacent right-of-way;</div><div>e. The electronic readerboard displays messages regarding public service announcements or City events only;</div><div>f. The intensity of the display shall not produce glare that extends to adjacent properties and the signs shall be equipped with a device which automatically dims the intensity of the lights during hours of darkness;</div><div>g. The electronic readerboard is turned off between 10:00 p.m. and 6:00 a.m. except during emergencies;</div><div>h. It is located to have the least impact on surrounding residential properties.</div></div> <div>If it is determined that the electronic readerboard constitutes a traffic hazard for any reason, the Planning Director may impose additional conditions.</div>	
.080	Government Facility Community Facility				10' on each side	10'	See Gen. Reg. 3. See Gen. Reg. 4 for Holmes Point overlay zone.		C See Spec. Reg. 3.				

Section 18.10	USE  REGULATIONS 	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	MINIMUMS			MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)	
			Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage					Height of Structure
				Front	Side	Rear						
.090	Public Park	Development standards will be determined on a case-by-case basis. See Chapter 49 KZC for required review process.								1. For properties within the jurisdiction of the Shoreline Management Act, this use may include a public access pier or boardwalk. See Chapter 83 KZC.		



CITY OF KIRKLAND

Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033
425.587-3225 ~ www.kirklandwa.gov

HOLMES POINT (HP) OVERLAY ZONE – PERMIT SUBMITTAL REQUIREMENTS

This handout will assist applicants with property located in the Holmes Point (HP) Overlay Zone (formerly King County Code condition NS-P23, effective July 22, 1999). Complete regulations for the zone may be found in Chapter 70 of the Kirkland Zoning Code (KZC).

These instructions are a supplement to the [Tree Retention Plan – Major](#), and [Tree Retention Plan – Minor](#), and [Tree Retention Plan – Subdivisions and Cottage Development](#) instructions and the tree retention regulations of KZC Chapter 95.

With the purpose of protecting the natural assets of the Holmes Point area while allowing infill development, The HP Overlay Zone establishes requirements to:

- Retain significant trees and native vegetation (often beyond the requirements of KZC Chapter 95)
- Restrict lot coverage (beyond the requirements of the underlying zone)
- Limit the amount of garden, lawn, and landscaped area
- Set aside an undisturbed area of native vegetation on each lot in perpetuity unless a modification is approved by The City of Kirkland under a valid permit.

The HP Overlay zone generally applies to properties in the Finn Hill neighborhood west of Juanita Drive and west of 80th Ave. NE. Contact the Planning Department if you are unsure of the applicability.



Preparation: Review the regulations of KZC Chapter 70 and complete the following steps to understand how the rules apply to your development.

Step 1 – Calculate your **maximum lot coverage** using the table below. This informs how much of the lot can be covered in impervious surfaces (paving, building footprint, etc.).

Lot Size	Maximum Lot Coverage
Less than 6,500 sq. ft.*	2,600 sq. ft.
6,501 sq. ft. to 9,000 sq. ft.	2,600 sq. ft. plus 28% of the lot area over 6,500 sq. ft.
9,001 sq. ft. or greater	3,300 sq. ft. plus 10% of the lot area over 9,000 sq. ft.
Developed, cleared or altered lots	New impervious limited to 5% of the total lot area, but not to exceed 750 sq. ft.

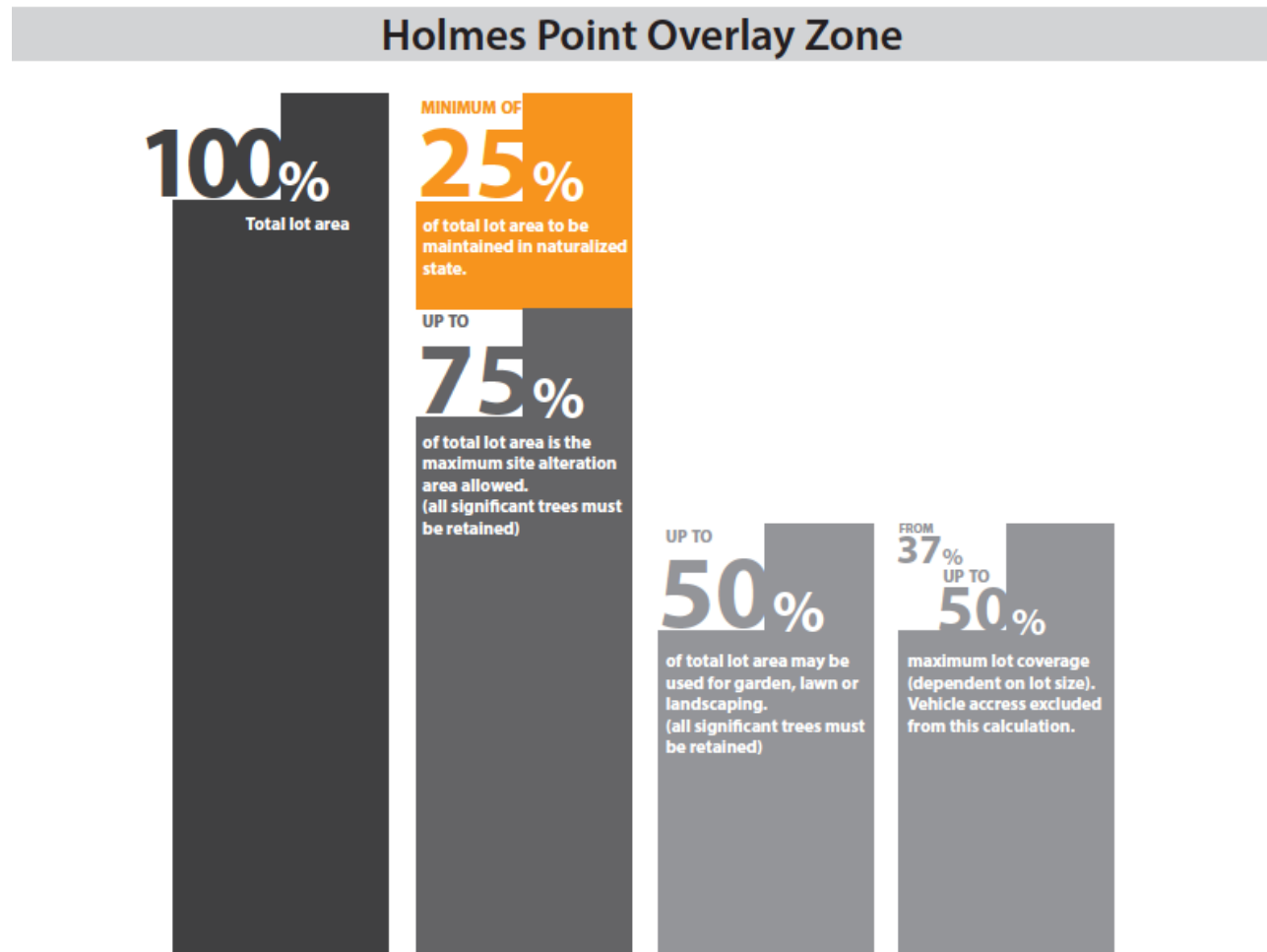
**For parcels less than 5,200 s.f., the 50% lot coverage of the RSA zone will be more restrictive*

Step 2 – Calculate your **maximum landscaped area** at a maximum 50% of lot area. This informs how much of the lot can be lawns, gardens, etc. All significant trees must be retained in this area.

Step 3 – Total your **allowed site alteration** (lot coverage)+(landscaped area). Maximum site alteration may not exceed 75%.

Step 4 – The remainder (minimum 25%) represents your required **undisturbed/native vegetation area**.

Step 5 – Incorporate your calculations and illustrations on your permit plans as indicated in the Site Plan Requirements below.



Site Plan Requirements:

- ☐ Site Plan drawn to scale and clearly titled “Holmes Point Native Vegetation Management Plan” showing:
 - ☐ All Tree Plan information as required by KZC Chapter 95 (see separate handout).
 - ☐ Table with calculations of the **maximum lot coverage**, **maximum landscaped area**, and minimum **undisturbed/native vegetation area**.
 - ☐ Demarcate the 50% **maximum landscaped area** (lawns, gardens, etc.) including retention of all significant trees within this area (refer to 70.15.3 for details).

- Clearing limits, with the minimum 25% **undisturbed/native vegetation area** (labeled "Native Vegetation Area Not to be Disturbed") clearly designated on the plan along with all the significant trees in this area.
- Six foot high temporary chain link fencing (per City Tree Protection Fencing standards) at the limits of disturbance of all significant trees to be retained and at the edge of the **undisturbed/native vegetation area**.
- A temporary erosion control plan, topography (both existing and proposed) and cross sections.
- All non-pertinent information related to the vegetation management plan such as building and utility location, building related plan notes, survey information, grading and structure detail, parcel numbers, access, etc., shall be shown on the plan in light background print.
- All pertinent information such as trees to be saved, tree protection measures and location of the 25% **undisturbed/native vegetation area**, shall be shown in darker print. Supporting calculations, temporary erosion control systems, notes and significant tree protection shall be shown on the plan in a way not to clutter or confuse the clarity of the 25% area of native vegetation and significant trees to be retained.
 - *Note: All utility corridors must be shown on the plan in light print. Note that the native vegetation areas shall not be located within a utility easement as this area will be disturbed for construction and maintenance.*
- Add the "Holmes Point Native Vegetation Management Plan Instructions" to the site plan. The instructions are available online.

Mitigation/Restoration Plantings: In cases where mitigation/restoration plantings are required or proposed within the minimum 25% **undisturbed/native vegetation area**, the plantings and installation shall comply with the provisions of KZC 95.50. The applicant shall submit planting details and supplement the plans accordingly.



CITY OF KIRKLAND

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

123 FIFTH AVENUE, KIRKLAND, WA 98033

425.587.3225 - www.kirklandwa.gov

HOLMES POINT VEGETATION MANAGEMENT PLAN **INSTRUCTIONS**

1. In addition to the maximum area allowed for buildings and other impervious surfaces, a maximum of 50% of the total lot area may be used for garden, lawn or landscaping, provided that **ALL** significant trees as defined in KZC 95 must be retained within this area.
2. Total site alteration, including impervious surfaces and landscaped area, shall not exceed 75% of the total lot area.
3. Prior to issuance of any permits for alteration or building on any individual lot, the applicant shall clearly delineate the area of the lot proposed to be altered and built on with environmental fencing and/or high visibility survey tape. Prior to the issuance of any permits, the applicant shall schedule an inspection of the site to verify the existing amount of undisturbed area, tree and other plant cover, and any previous site alteration or building on the site.
4. The area labeled "Native Vegetation Area Not to be Disturbed" shall be maintained in an undisturbed state, except as allowed by KZC 70.15.6 and KZC 95.
5. The required tree and native vegetation area fencing shall be maintained throughout construction until removal is authorized by the City's project planner.
6. At no time during or after construction shall any disturbance occur within the tree or native vegetation protection areas unless specifically approved by the City of Kirkland.

Maintenance Requirements: All significant trees and native vegetation in the 25% native vegetation retention area shall be maintained for the life of the project and shall not be removed or damaged unless approved by a valid The City of Kirkland permit.



CITY OF KIRKLAND
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PROHIBITED PLANTS LIST

- Plants and Seeds Whose Sales are prohibited in Washington State:
WAC 16-752-400 through 420;
WAC 16-752-500 through 525; and
WAC 16-752-600 through 660.

See Washington State Legislature website on Noxious Weed Control

<http://apps.leg.wa.gov/WAC/default.aspx?cite=16-752>

- King County Regulated Class A Noxious Weeds, 2013 list
<http://www.kingcounty.gov/environment/animalsAndPlants/noxious-weeds/laws/class-a-list.aspx>
- King County Regulated Class B Noxious Weeds, 2013 list
<http://www.kingcounty.gov/environment/animalsAndPlants/noxious-weeds/laws/class-b-list.aspx>
- King County Regulated Class C Noxious Weeds, 2013 list
<http://www.kingcounty.gov/environment/animalsAndPlants/noxious-weeds/laws/class-c-list.aspx>
- Other Prohibited Plants:

<u>Common Name</u>	<u>Scientific Name</u>
Blackberries:	
Evergreen blackberry	Rubus laciniatus
Himalayan blackberry	Rubus discolor or Rubus armeniacus
Fragrant water lily	Nymphaea odorata
Ivy:	
English ivy	Hedera helix Baltica
	Hedera helix Pittsburgh
	Hedera helix Star
Atlantic ivy	Hedera hibernica
Herb Robert	Geranium robertianum
Knotweeds:	
Bohemian knotweed	Polygonum bohemicum
Giant knotweed	Polygonum sachalinense
Himalayan knotweed	Polygonum polystachyum
Japanese knotweed	Polygonum cuspidatum
Old man's beard	Clematis vitalba
Poison hemlock	Conium maculatum
Reed canarygrass	Phalaris arundinacea
Scotch broom	Cytisus scoparius
Spurge laurel Yellow	laureola Lamiastrum
archangel Yellow	galeobdolon Iris
flag iris	pseudacorus

PLANTS THAT, WHILE NOT PROHIBITED, ARE DISCOURAGED

Butterfly bush	Buddleia davidii
English holly	Ilex aquifolium
English laurel	Prunus laurocerasus



TREE RETENTION PLAN – MAJOR

Tree retention plan requirements for single-family, or two attached, detached or stacked dwelling units, and related demolition and land surface modification applications are identified within this form. These requirements are applicable when new development, redevelopment, or development in which the total square footage of the proposed improvements is more than 50 percent of the total square footage of the existing improvements on the subject property.⁽¹⁾

These requirements are located in Section [95.30](#) of the Kirkland Zoning Code (KZC) and are summarized below.

Note that additional tree and vegetation requirements apply to properties located in the Holmes Point Overlay Zone ([KZC Chapter 70](#)).

DEVELOPMENT ACTIVITY CHART

REQUIRED COMPONENTS
TREE INVENTORY AS DESCRIBED IN SECTION I. OF THE PERMIT SUBMITTAL CHECKLIST FOR:
<input type="checkbox"/> All significant trees on the subject property
SITE PLAN AS DESCRIBED IN SECTION II. OF THE PERMIT SUBMITTAL CHECKLIST TO INCLUDE:
<input type="checkbox"/> Surveyed tree locations if required by the Planning Official
REQUIREMENTS IN SECTION III. OF THE PERMIT SUBMITTAL CHECKLIST SHALL BE PREPARED BY A QUALIFIED PROFESSIONAL AND APPLY TO:
<input type="checkbox"/> Significant trees within required yards or within 10 feet of any side property line
TREE RETENTION STANDARDS
<input type="checkbox"/> Retain and protect trees with a high retention value to the maximum extent possible ⁽²⁾
<input type="checkbox"/> Retain and protect trees with a moderate retention value if feasible
<input type="checkbox"/> Preservation and maintenance agreements pursuant to KZC 95.51 are required for all remaining trees on the subject property
TREE DENSITY
<input type="checkbox"/> Tree density requirements shall apply as required in KZC 95.33

(1) For lots created through a short subdivision, subdivision, or planned unit development with an approved Tree Retention Plan, the applicant must comply with the Tree Retention Plan approved with the short subdivision, subdivision, or planned unit development unless subsection (6)(a) of this section, Phased Review, applies.

(2) To retain trees with a high retention value, the applicant shall pursue, where feasible, applicable variations in the development standards of this code as outlined in KZC [95.32](#).

Helpful definitions to complete the tree plans described below:

- Significant Tree:** A tree that is at least 6 inches in diameter at breast height (DBH) (The diameter or thickness of a tree trunk measured at 4.5 feet from the ground).
- Qualified Professional:** An individual with relevant education and training in arboriculture or urban forestry, having two or more of the following credentials: 1) International Society of Arboriculture (ISA) Certified Arborist; 2) Tree Risk Assessor Certification (TRACE) as established by the Pacific Northwest Chapter of ISA (or equivalent); 3) American Society of Consulting Arborists (ASCA) registered Consulting Arborist; 4) Society of American Foresters (SAF) Certified Forester for Forest Management Plans; and for tree retention associated with a development permit a minimum of three years' experience working directly with the protection of trees during construction and have experience with the likelihood of tree survival after construction. A qualified professional must also be able to prescribe appropriate measures for the preservation of trees during land development.
- Limits of Disturbance:** The boundary between the protected area around a tree and the allowable site disturbance as determined by a qualified professional measured in feet from the trunk.

PERMIT SUBMITTAL CHECKLIST

Permit Submittal Requirements for Single Family, Two-Unit attached, detached or stacked dwelling units, and related Demolition and Land Surface Modification Permits ***When identified in the Development Activity Chart, the following information is required for all permits in order for the application to be deemed complete. Incomplete applications will not be accepted.***

I. **A tree inventory containing the following:**

- ☐ A numbering system of all existing significant trees on the subject property (with corresponding tags on trees); the inventory must also include significant trees on adjacent property with driplines extending over the subject property line;
- ☐ Limits of disturbance (LOD) of all existing significant trees (including approximate LOD of off-site trees with overhanging driplines);
- ☐ Size (DBH);
- ☐ Proposed tree status (trees to be removed or retained);
- ☐ Brief general health or condition rating of these trees (i.e.: poor, fair, good, excellent, etc.);
- ☐ Tree type or species.

II. **A site plan depicting the following:**

- ☐ Location of all proposed improvements, including building footprint, access, utilities, applicable setbacks, buffers, and required landscaped areas clearly identified. If a short plat or subdivision is being proposed and the location of all proposed improvements cannot be established, a phased tree retention plan review is required as described in subsection (6)(a) of this section;
- ☐ Accurate location of significant trees on the subject property (surveyed locations may be required). The site plan must also include the approximate trunk location and critical root zone of significant trees that are on adjacent property with driplines extending over the subject property line;
- ☐ Trees labeled corresponding to the tree inventory numbering system;
- ☐ Location of tree protection measures;
- ☐ Indicate limits of disturbance drawn to scale around all trees potentially impacted by site disturbances resulting from grading, demolition, or construction activities (including approximate LOD of off-site trees with overhanging driplines);
- ☐ Proposed tree status (trees to be removed or retained) noted by an 'X' or by ghosting out;
- ☐ Proposed locations of any supplemental trees and any required trees in order to meet tree density or minimum number of trees as outlined in KZC [95.33](#). Tree density calculations of retained trees compared to the minimum tree density for the site. The required minimum tree density is 30 tree credits per acre. Use the following formula to determine the required tree density:
(Lot size in square feet/43,560) X 30 = Required minimum tree density

NOTE: Tree density calculations do not apply to public trees.

If the calculated tree density is below the minimum, indicate the type, size and location of the supplemental trees needed to meet the density requirement. Supplemental trees must be at least 6 feet tall if they are conifers or 2-inch caliper if they are deciduous or broad-leaf evergreens.

III. **An arborist report containing the following:**

- ☐ A complete description of each tree's health, condition, and viability;
- ☐ A description of the method(s) used to determine the limits of disturbance (i.e., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
- ☐ Any special instructions specifically outlining any work proposed within the limits of the disturbance protection area (i.e., hand-digging, tunneling, root pruning, any grade changes, clearing, monitoring, and aftercare);
- ☐ For trees not viable for retention, a description of the reason(s) for removal based on poor health, high risk of failure due to structure, defects, unavoidable isolation (windfirmness), or unsuitability of species, etc., and for which no reasonable alternative action is possible must be given (pruning, cabling, etc.);
- ☐ Describe the impact of necessary tree removal to the remaining trees, including those in a grove or on adjacent properties;
- ☐ For development applications, a discussion of timing and installation of tree protection measures that must include fencing and be in accordance with the tree protection standards as outlined in KZC [95.34](#); and
- ☐ The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications pursuant to KZC [95.50](#) and [95.51](#).

Note: This is an overview of tree requirements. For more details and information visit the Kirkland Zoning Code Chapter 95 online, at http://kirklandcode.ecitygov.net/CK_KZC_Search.html or contact the Planning Department at 425.587.3235.



CITY OF KIRKLAND

Planning and Community Development Department

123 Fifth Avenue, Kirkland, WA 98033 425.587.3225

www.kirklandwa.gov

GUIDE TO COMPLETE ARBORIST'S REPORTS

ARBORIST'S REPORTS SHOULD SUMMARIZE THE FOLLOWING:

1. **Findings** – include factual data such as species, location, dbh, dripline (for development review only) and general health of tree. Description of disease/structural defects (type of fungal fruiting body, presence of decay, cracks, included bark, etc.), site conditions, and potential targets is required for hazard tree removal requests. The height of a tree and the distance to a potential target should be specified. For nuisance trees, photos documenting any property damage are helpful. If necessary, verify findings using resistograph, clinometer, core sample, pathologist test results, air spade excavations, etc. *Arborists are providing the technical information required to make an informed decision about a tree.*



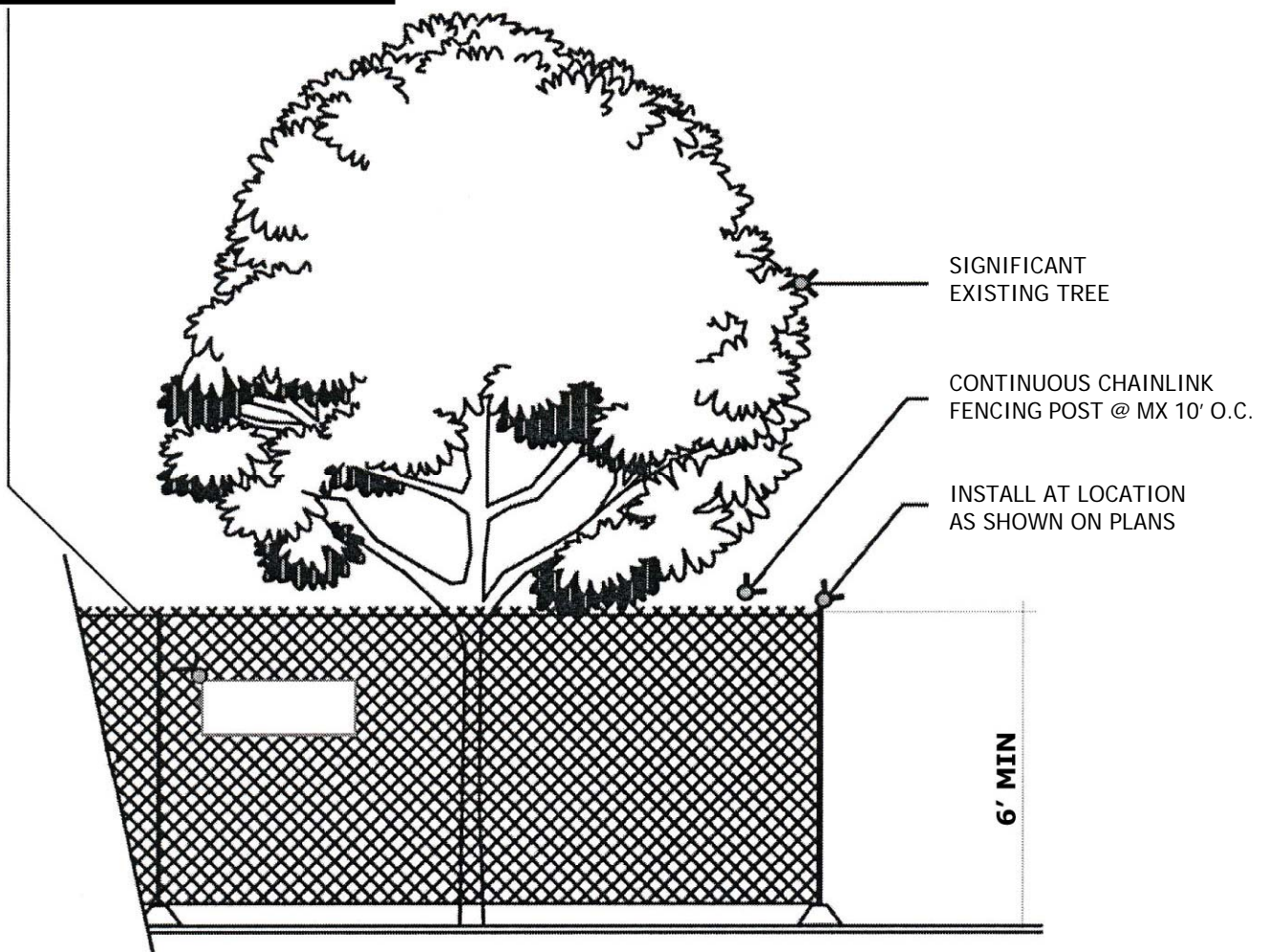
2. **Conclusions** – an arborist's professional assessment based on the findings. Is the tree viable? Is the tree a nuisance or a hazard? Per Kirkland's tree regulations, this assessment is necessary when removing trees in a critical area, if more than two trees are being removed within a 12 month period, or if the trees are the last two trees on a property. *Arborists are assessing potential risk for tree failure, identifying trees worthy of retention, and assessing potential damage to trees on development sites as a result of impacts from construction.*



3. **Recommendations** – based on the above. An arborist's recommendations will outline reasonable and proper arboricultural practices, and *may* include removal. For development sites, arborists need to include instructions for working within the tree's Limits of Disturbance. For tree removals within critical areas, an arborist may be required to recommend how work will be done with minimal impact to the surroundings, and recommend appropriate replacement trees. There are lists of approved replacement trees found on the City of Kirkland's website. *Recommendations identify measures in which risks are reduced to acceptable levels.*

- The ISA Tree Hazard Evaluation Form does not constitute a report, as conclusions and recommendations are not included in its format. It is, however, an excellent form for collected data in the field.
- An invoice or bid for tree work is NOT an arborist report.
- TRACE certification is an excellent basis for tree risk assessment and may be a required credential in the near future for arborists recommending tree removals in the City of Kirkland.

Tree Protection Area, Entrance Prohibited
To report violations contact
City Code Enforcement
At (425) 587-3225



1. MINIMUM SIX (6) FOOT HIGH TEMPORARY CHAINLINK FENCE SHALL BE PLACED AT THE CRITICAL ROOT ZONE OR DESIGNATED LIMIT OF DISTURBANCE OF THE TREE TO BE SAVED. FENCE SHALL COMPLETELY ENCIRCLE TREE(S). INSTALL FENCE POSTS USING PIER BLOCK ONLY. AVOID POST OR STAKES INTO MAJOR ROOTS. MODIFICATIONS TO FENCING MATERIAL AND LOCATION MUST BE APPROVED BY PLANNING OFFICIAL.
2. TREATMENT OF ROOTS EXPOSED DURING CONSTRUCTION: FOR ROOTS OVER ONE (1) INCH DIAMETER DAMAGED DURING CONSTRUCTION, MAKE A CLEAN STRAIGHT CUT TO REMOVE DAMAGED PORTION OF ROOT. ALL EXPOSED ROOTS SHALL BE TEMPORARILY COVERED WITH DAMP BURLAP TO PREVENT DRYING AND COVERED WITH SOIL AS SOON AS POSSIBLE.
3. NO STOCKPILING OF MATERIALS, VEHICULAR TRAFFIC, OR STORAGE OF EQUIPMENT OR MACHINERY SHALL BE ALLOWED WITHIN THE LIMIT OF THE FENCING. FENCING SHALL NOT BE MOVED OR REMOVED UNLESS APPROVED BY THE CITY PLANNING OFFICIAL. WORK WITHIN PROTECTION FENCE SHALL BE DONE MANUALLY UNDER THE SUPERVISION OF THE ON-SITE ARBORIST AND WITH PRIOR APPROVAL BY THE CITY PLANNING OFFICIAL.
4. FENCING SIGNAGE AS DETAILED ABOVE MUST BE POSTED EVERY FIFTEEN (15) FEET ALONG THE FENCE.



TREE PROTECTION FENCING DETAIL

(for public and private trees)

TREE PROTECTION AREA

Entrance Prohibited

To report violations contact

City Code Enforcement

At (425) 587-3225

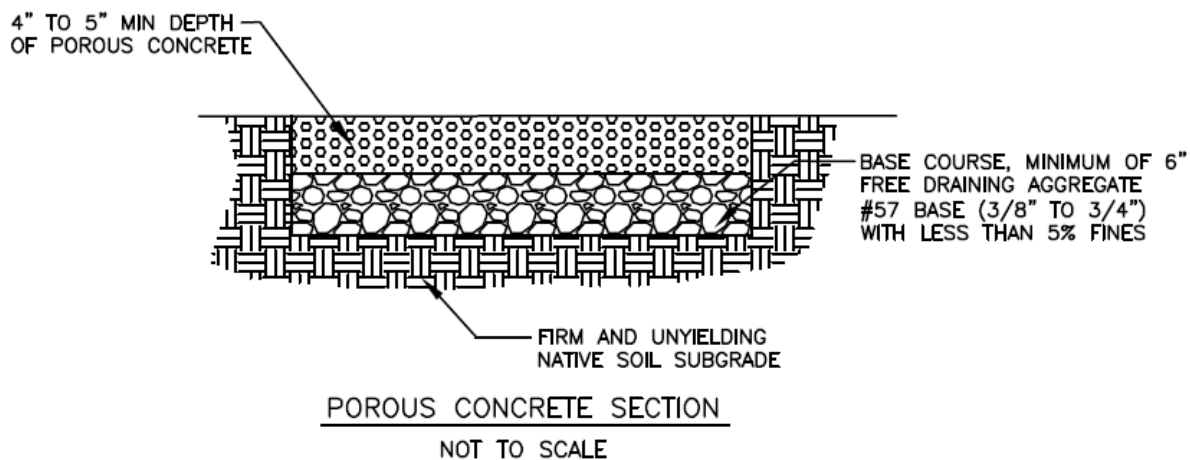
FAQs about lot coverage and pervious surfaces:

How do I receive a lot coverage credit using pervious materials for hard surfaces (ex: driveways, patios, walkways, etc.)?

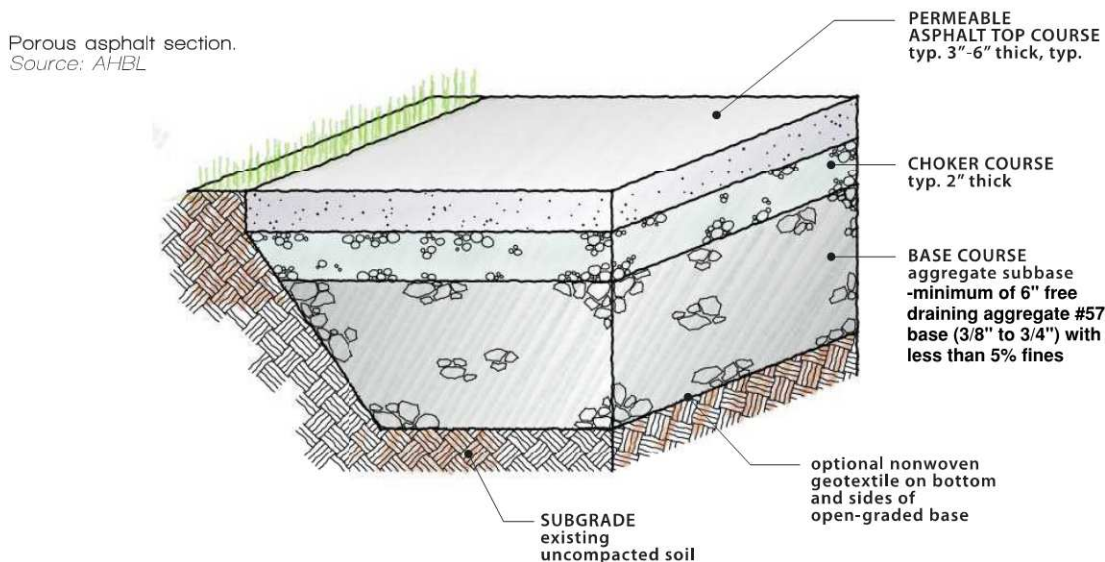
A pervious surface is a surface that allows infiltration through the pavement section. Allowable pervious surfaces for a lot coverage credit are porous concrete, porous asphalt, permeable pavers, modular grid pavement, and grass modular grid pavement per Appendix C of the 2009 King County Surface Water Design Manual. Below explains general criteria to consider a surface pervious.

THESE DETAILS ARE FOR EXAMPLE PURPOSES ONLY. EACH PROJECT WILL REQUIRE MANUFACTURER SPECIFIC DETAILS.

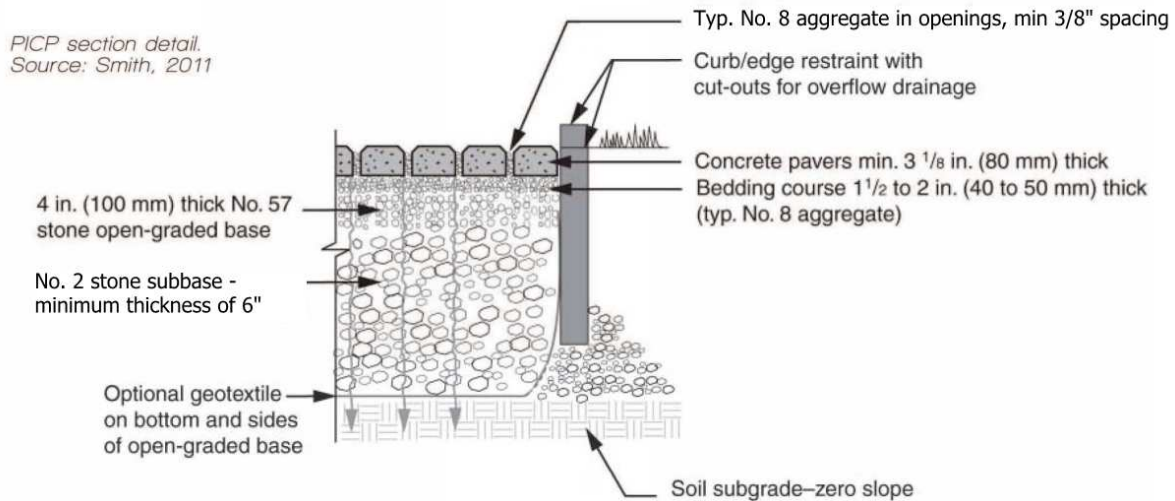
Porous Concrete



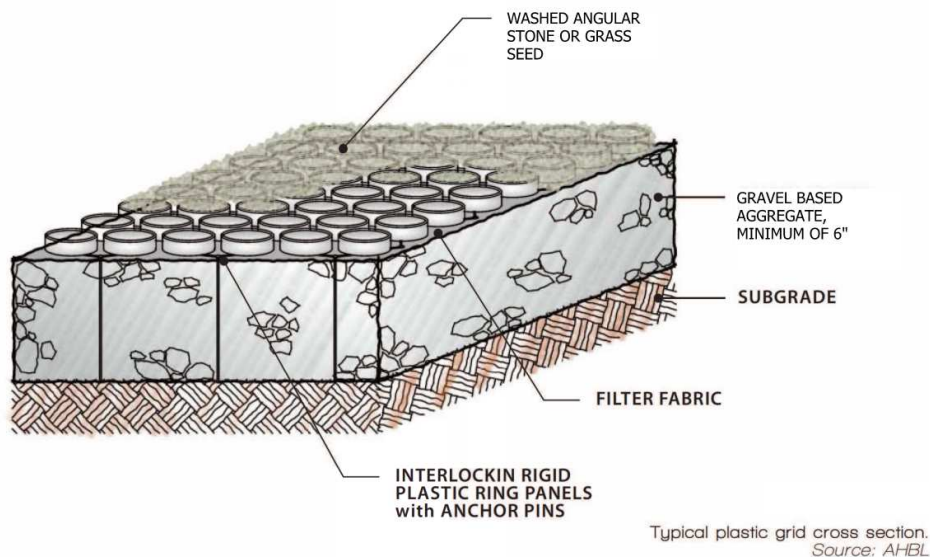
Porous Asphalt



Permeable Pavers



Gravel or Grass Modular Grid Pavement



Can I reduce my lot coverage percentage by using gravel?

No, per the 2009 King County Surface Water Design Manual definition of gravel, it is considered an impervious surface and counts as 100% impervious for lot coverage calculations pursuant to Kirkland Zoning Code section 115.90.

"... Common impervious surfaces include, but are not limited to, roof walkways, patios, driveways, parking lots, or storage areas, areas that are paved, graveled, or made of packed or oiled earthen materials or other surfaces that similarly impede the natural infiltration of surface and stormwater..." Page 11 in the Definitions Section of the 2009 King County Surface Water Design Manual



CITY OF KIRKLAND

Planning and Community Development Department

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CALCULATING AVERAGE BUILDING ELEVATION

NOTE:

INCOMPLETE AVERAGE BUILDING ELEVATION INFORMATION COULD SUBSTANTIALLY DELAY THE PROCESSING OF YOUR APPLICATION.

SEE CITY OF KIRKLAND SURVEY POLICY FOR ADDITIONAL INFORMATION AND PROFESSIONAL SURVEY REQUIREMENTS.

No part of a structure may exceed the maximum height above "Average Building Elevation" specified in the applicable use zone section of the Zoning Code except for minor elements of a structure as specified in Zoning Code Section 115.60. Zoning Code Section 5.10.045 **defines Average Building Elevation as:**

"The weighted average elevation of the topography, prior to any development activity, either (1) under the footprint of a building as measured by delineating the smallest rectangle which can enclose the building footprint and then averaging the elevations taken at the midpoint of each side of the rectangle, or (2) at the center of all exterior walls of a building or structure." The measurement includes decks and porches, unless the deck or porch has no walls at or below the deck level and no roof above the deck or porch, as well as cantilevered portions of a building which enclose interior space. When a building or structure contains townhouses or other attached but otherwise independent building units, the average building elevation is calculated separately for each unit.

AVERAGE BUILDING ELEVATION FORMULA

$$\frac{(\text{Midpoint Elevations}) \times (\text{Length of Wall Segments})}{(\text{Total Length of Wall Segments})}$$

You may choose between two formulas to complete the average building elevation calculations. The first formula—"Option 1," shown on this sheet—is a simplified version of the calculation. The second formula, "Option 2," is a more complicated version, using all wall segments of the building rather than just a rectangle drawn around it. If you are interested in comparing and/or using the Option 2 formula, please see Plate 17B in the Zoning Code.

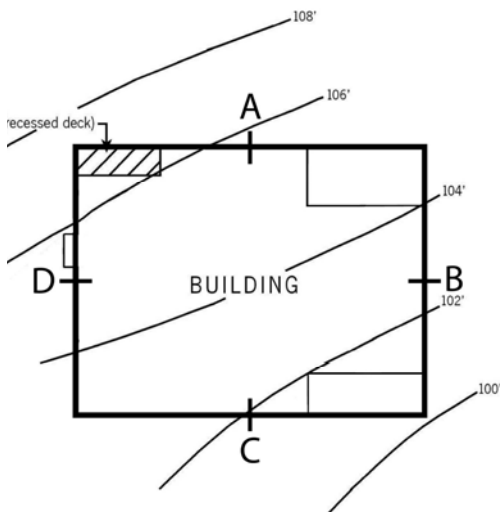
Calculating Average Building Elevation

Option 1

$$\frac{(A \times a) + (B \times b) + (C \times c) + (D \times d)}{a + b + c + d} = \text{Average Building Elevation (ABE)}$$

Where A, B, C, D...= Existing Ground Elevation at Midpoint of Rectangle Segment*

And a, b, c, d...= Length of Rectangle Segment



Site Plan
Not to scale

Midpoint Elevation

A = 105.6
B = 102.5
C = 101.9
D = 105.2

Rectangle Segment Length

a = 47'
b = 40'
c = 47'
d = 40'

CALCULATION EXAMPLE:

$$\frac{(105.6)(47) + (102.5)(40) + (101.9)(47) + (105.2)(40)}{47 + 40 + 47 + 40} = \frac{18,060.5}{174} = 103.80 \text{ ABE}$$

*Rectangle shall not include those items allowed to extend into required yards through KZC 115.115(3)(d).

BEFORE SUBMITTING YOUR CONSTRUCTION DRAWINGS, CHECK TO SEE THAT YOU HAVE PROVIDED THE INFORMATION BELOW. CALL THE PLANNING DEPARTMENT TO FIND THE MAXIMUM HEIGHT ABOVE ABE FOR YOUR ZONING DISTRICT.

- ☐ The site plan and the elevation drawings must be drawn to scale, for example 1"=20' for the site plan.
- ☐ Clearly show existing topography on your site plan. Topography should be shown in 2' increments.
- ☐ Submit (with the site plan) your average building elevation calculations using one of the formulas described on the front side of this page.
- ☐ Indicate on an **elevation drawing** where the average building elevation strikes the building, the elevation of the finished first floor, the proposed elevation of the highest point of the structure, and the elevation of the maximum allowable height (see example below).
- ☐ Indicate on the **site plan** the elevation of the finished first floor.
- ☐ Indicate the **elevation** and **location** of a **fixed point (benchmark)** within the ADJACENT RIGHT-OF-WAY or other point approved by the Planning Department. The benchmark elevation and location **must** be provided and cannot be a part of the proposed structure. Note: Benchmark must be established, verified and remain during construction so height can be verified when completed. See City of Kirkland Survey Policy for additional requirements.
- ☐ Include portions of the structure that are covered by roof in the ABE calculation even if they do not have walls. Cantilevered portions enclosing interior space must be included in the ABE calculation.
- ☐ Sections of the structure that are below the finished grade are not used in the ABE calculation. Building wall segments more than 4 feet in height above finished grade and enclosing interior space are included in the calculation.
- ☐ For additions, you must provide an average building elevation calculation for the entire structure.
- ☐ Vents & chimneys may exceed the maximum height (for detached dwelling units)

CROSS-SECTION REPRESENTATION OF ABE

